

**MPD 1150.1
REVISION D**

**EFFECTIVE DATE: September 13, 2004
EXPIRATION DATE: September 13, 2009**

MARSHALL POLICY DIRECTIVE

AD01

ESTABLISHMENT OF COUNCILS, BOARDS, AND COMMITTEES

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Marshall Policy Directive AD01		
Establishment of Councils, Boards, and Committees	MPD 1150.1	Revision: D
	Date: September 13, 2004	Page 2 of 6

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	8/3/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Updated directive to new MPD format and changed responsibility from the Ombudsman, Center Operations, to the Directives Manager, Center Operations.
Revision	B	3/21/03	Updated Directives Master List URL (in footer). Added an Authority Document. Added a definition to paragraph 6. Expanded paragraph 7.a for clarity. Included concept of "Special Committee" in paragraph 7.d and related paragraphs to cover chartered committees such as the Safety, Health and Environmental (SHE) Committee. Minor editorial changes throughout document.
Revision	C	11/21/2003	Added section concerning cancellation of a charter. Added "or the Center Director's designee" to paragraphs 7.a., and 7.d.
Revision	D		Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).

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Establishment of Councils, Boards, and Committees	MPD 1150.1	Revision: D
	Date: September 13, 2004	Page 3 of 6

1. PURPOSE

This Directive states the policy for the establishment of Marshall Space Flight Center (MSFC) Councils, Boards, and Committees.

2. APPLICABILITY

This Directive is applicable to all MSFC organizational elements, regardless of geographical location. It applies to all councils, boards, committees, and similar groups established by MSFC, even if membership includes representation from other Agencies or other NASA Centers. It does not apply to groups containing MSFC members if the group is appointed by NASA Headquarters, another NASA Center, or another Agency, or if the group is jointly established by MSFC and another organization.

3. AUTHORITY

MPD 1280.1, "Marshall Management Manual"

4. APPLICABLE DOCUMENTS

NPR 1441.1, "NASA Records Retention Schedules"

5. REFERENCES

None

6. DEFINITIONS

Marshall Integrated Document Library (MIDL). A Web site that provides access to the correct version of controlled documentation, including, but not limited to: NASA Directives, Marshall Directives, Organizational Issuances, Forms, Charters, and Technical documentation. The URL is: <http://inside.msfc.nasa.gov/MIDL/>.

7. POLICY

a. Councils and Boards at MSFC shall be appointed by the Center Director or the Center Director's designee. The term "Council" is ordinarily to be used only for groups chaired by the Center Director, Deputy Director, or Associate Director. The term "Board" is ordinarily to be used only for groups chaired by a direct report to the Center Director. Exceptions may be made when necessary to conform to the terminology used in a Headquarters or other higher level directive (e.g., Exchange Council), or for other compelling reasons (e.g., special Councils and Boards, approved by the Center Director, to implement management policy and direction applicable Centerwide).

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Establishment of Councils, Boards, and Committees	MPD 1150.1	Revision: D
	Date: September 13, 2004	Page 4 of 6

b. Councils and Boards, except for ad hoc groups, shall be established using the MSFC Charter Form 3074-1. The Charter shall include a statement of purpose, responsibilities, method of operation, authority, frequency of meetings, as well as a listing of membership (preferably by functional title) and duration of appointment. “Ad hoc groups” are those established for a specific, nonrecurring activity, such as mishap investigation boards, source evaluation boards, and program/project (review) boards, and they shall be established by memorandum, rather than by Charter.

c. The current Charters of all Councils and Boards established by MSFC Charter, except for Performance Evaluation Boards (PEBs) and Source Evaluation Boards (SEBs), shall be maintained in a compilation of MSFC Council and Board Charters, which is electronically linked to the MIDL.

d. Groups designated as “Committees,” “Teams,” “Working Groups,” etc., shall be established by memorandum and may be chaired at any appropriate organizational level. These groups shall ordinarily not be established pursuant to paragraphs 7.a and 7.b or be a part of MPD 1150.1. However, exceptions may be made, as approved by the Center Director, or the Center Director’s designee, when necessary for compelling reason(s) (e.g., special Committees, Teams, and Working Groups to implement management policy and directions applicable to the Center as a whole). Such an exception is hereinafter organizationally referred to as “Special Committee” and shall be treated as a Council or Board.

e. If any Council, Board, Committee, or similar group chooses to have any member who is not a full-time Government employee, the appointment shall be referred to the Chief Counsel's Office for review.

f. A Council, Board, or Special Committee charter may be cancelled by the Center Director or at the request of the Office of Primary Responsibility with the concurrence of the Center Director, or the Center Director’s designee.

8. RESPONSIBILITIES

a. The MSFC Directives Manager, Center Operations, or designee, shall:

(1) Provide advice to Center organizations on the establishment of Boards, Councils, Committees, and similar groups.

(2) Review, evaluate, and refer recommendations for establishment, reappointment, or cancellation of a Council, Board, or Special Committee (other than an ad hoc group) to the Center Director's Office for approval.

(3) Maintain a number log, assign Charter number, and obtain Center Director’s, or designee’s, signature.

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Marshall Policy Directive AD01		
Establishment of Councils, Boards, and Committees	MPD 1150.1	Revision: D
	Date: September 13, 2004	Page 5 of 6

(4) Maintain a current compilation of MSFC Council, Board (excluding PEBs and SEBs), or Special Committee Charters which shall be electronically available and linked to the MIDL.

b. The Procurement Office shall maintain current records related to the appointment of PEBs and SEBs.

c. Directors/Managers of MSFC Organizations shall:

(1) Prepare proposed Charters for Councils and Boards within their areas of responsibility, obtain the concurrence of affected organizations, and submit, along with an electronic file in the appropriate format, to the MSFC Directives Manager.

(2) Ensure that all information in Council and Board Charters within their areas of responsibility remains current, and that all obsolete Charters are canceled. Each Charter shall be updated as changes occur; all Charters shall be reviewed on an annual basis for currency.

(3) Obtain the concurrence of affected organizations on memoranda to be signed by the Center Director appointing ad hoc Councils and Boards, as well as any memoranda to be signed by the Center Director or other senior MSFC officials appointing Committees or similar groups, within the organization's areas of responsibility; and maintain current files on such appointments.

(4) Maintain appropriate records on Committees and similar groups appointed at the organization level.

d. The Chief Counsel shall provide advice on the applicability of the Federal Advisory Committee Act.

9. RECORDS

a. Charters for Councils, Boards, and Special Committees.

Original shall be maintained in the Directives Manager's office filed in MPD 1150.1; NASA Records Retention Schedules (NRRS) (NPR 1441.1) Schedule 1/14A.2 [1150] – Destroy 2 years after termination or dissolution of Council/Board.

b. Memoranda for Committees (other than Special Committees), ad hoc Councils and Boards, and other similar groups.

Shall be maintained and dispositioned in accordance with the NRRS by the organization responsible for establishing the group.

10. MEASUREMENT

Marshall Policy Directive AD01		
Establishment of Councils, Boards, and Committees	MPD 1150.1	Revision: D
	Date: September 13, 2004	Page 6 of 6

None

11. CANCELLATION

MPD 1150.1C dated November 21, 2003

Original signed by
Robin N. Henderson for

David A. King
Director